



# State of Arizona Accounting Manual

Topic 70 Grants

Issued 12/07/15

Section 05 eCivis and AFIS

Page 1 of 2

## INTRODUCTION

An interface between eCivis and AFIS will transfer certain grant information from the former to the GLM module of the latter, thereby reducing duplication of effort, diminishing the likelihood of errors and providing agencies using eCivis significant advantages in managing grants.

Detailed instructions for working in eCivis can be found at the GFR website at <https://grants.az.gov/>.

## POLICIES

1. In order to effectively use eCivis in conjunction with AFIS and to maximize the efficiencies that may be realized from the interface between those systems, grants shall be established in eCivis.
2. The appropriate grant information will create a GLM document that can be used to produce a CAS that, once approved by the GAO, will be used for all accounting activity related to the grant.
3. Agencies using the DUNS+4 should enter the suffix into the GLM, not eCivis.
4. An agency's acquisition of a GFR-issued SAI number will require entering the grant information into eCivis.
5. The data that, when captured in eCivis, are interfaced into AFIS are contained in the table on the following page. This table also acts as a crosswalk between the data elements/field titles used in eCivis and the AFIS data element/field titles.

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Page 2 of 2

eCivis data element/field title	AFIS data element/field title	Note
Department	Department	Completed during agency's eCivis account set-up using the three-letter AFIS agency code.
Funding Description	Funding Agency	eCivis generates the specific department/office within State or Federal government or the specific name of the local or private source.
Projected Award \$	Funding Request	Dollar amount of grant proceeds requested and anticipated to be received.
Internal Grant ID	Grant ID	SAI letter generated by GFR at either the Application Preparation or Submitted Stage and posted in the Document tab of the Project Dashboard. The SAI is input into Internal Grant ID by GFR at the Grant Awarded Stage.
Project Name	Grant ID Name	The Project Name can be anything the grant funding is being used to support.
Grant Title	Grant Program Name	eCivis generates the name of the specific funding opportunity.
Funding Type	Grant Type	eCivis identifies the funding source as Federal, State or local funding.
Actual Funds	Total Available Funding	eCivis generated; however, if not available, it will default to the stated or entered Projected Award \$.
Awarded Amount	Awarded Amount	Dollar amount of grant proceeds actually awarded.
Grant Contractor Number	Grant Award Number	Agency eCivis user should input the initial Grant Award Number, Grant Number, FAIN, Document Number or other funder/grantor authorized unique identifier as on the NOA.
DUNS Number	DUNS Number	A unique numeric identifier assigned by Dun & Bradstreet.
Contract Start Date	Funding Period From	The Project Period From date as stated in the NOA.
Contract Close Date	Funding Period To	The Project Period Through date as stated in the NOA.
Application Due Date	Application Due Date	The date upon which the application for grant proceeds is/was due.
Notes	Comments	There are four Notes fields in eCivis that may be used; all four will interface with the <i>new</i> AFIS Comments field
Phone	Contact Phone	Completed during individual eCivis user account setup.
Email	Contact Email	Completed during individual eCivis user account setup.
Competitive or Non-competitive	Funding Type	User must click on appropriate circle within eCivis.
Project Summary	Program Description	A brief description of the project.